
Date of review: June 2019

INTERNAL APPEALS PROCEDURE ON CENTRE ASSESSMENTS

AND REVIEW OF MARKINGS FOR BRITISH EXTERNAL QUALIFICATIONS

In accordance with the Code of Practice for the conduct of external qualifications produced by JCQ, **the Lycée Français Charles de Gaulle** is committed to ensuring that:

- internal assessment is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents;
- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;
- the consistency of the internal assessment is secured through internal standardisation as necessary; and
- staff responsible for internal standardisation attend any compulsory training sessions.

Review of Marking - Centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments/NEA)

- Subject teachers will ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- Subject teachers will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- Subject teachers will, having received a request for copies of materials, promptly make them available to the candidate.
- subject teachers will provide candidates with five working days in order to allow them to review copies of materials and reach a decision.
- The Lycée will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
- The Lycée will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
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Written Appeals Procedure – Review of marking for Centre assessed-marks

An appeal can be made to the School concerning internal assessment. The following principles apply:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself; parents/guardians cannot appeal against the mark or grade only the procedures used.
- The student must make the appeal verbally to the subject teacher and in writing to the School's Examinations Officer.
- Appeals must be made by 30 April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time.
- The enquiry into the internal process will normally be led by the Head of Centre and the Examination Officer of the British Section, provided that neither has played any part in the original internal assessment process.
- The Head of Centre will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- The Head of Centre will instruct the assessor to ensure that the candidate's mark is consistent with the standard set by the centre.
- The Examination Officer will inform the candidate in writing of the outcome of the review of the centre's marking, and a copy will be sent to the appellant.
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.
- The outcome of the review of the centre's marking will be final and made known to the Head of Centre prior to submission to the relevant awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Note:

Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Enquiries About Results - EAR

Information about results day, results collection and Enquiries About Results are published to students and guardians every year prior to the first written exam taking place for the year's examination series.

Students must submit a completed Enquiry About Results form which is available from the British Section secretariat or the school Examination Officer. Completed forms must be returned to the School's Examinations Officer in person with the correct payment by cheque. Please note that requests by e-mail are not acceptable. All requests for an Enquiry About Results will be acknowledged within 48 hours of receipt. The Awarding Bodies operate strict deadlines and no late requests will be accepted.

Examinations Officer
Centre Number 10146